

FILING REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT CONTROL SYSTEM COMPETITION

All applications for development allotment shall include the following information:

- A. Uniform Application
- B. Submittal Plans
- C. Project Narrative
- D. Title Report
- E. Other Items

B. Submittal Plans Required

1. Site Utilization Map

- Shall include vicinity map showing the relationship of the proposed development to adjacent development, the surrounding area and the City
- Show the extent, location and type of proposed residential use or uses, the nature and the extent of any other uses proposed
- Scale =
- Number of Plans – three (3) full size sets of plans 24" x 36" folded; fourteen (14) reduced size sets of plans 11" x 17" to be attached to project narrative. All plans shall be stapled together along the left margin. All plans shall be folded into 1/8 sections or folded in such a manner that the size does not exceed 9" x 12".

2. Site Development Plan

- Shall include the lot layout to preliminary subdivision map standards; topography; lot sizes; street alignments showing coordination with city street system; existing and proposed buildings, trees, landscaped areas; open space; bicycle paths; equestrian trails or pathways;
- Scale: Engineering scale not to exceed 1"=40'
- Number of Plans – three (3) full size sets of plans 24" x 36" folded; fourteen (14) reduced size sets of plans 11" x 17" to be attached to project narrative. All plans shall be stapled together along the left

margin. All plans shall be folded into 1/8 sections or folded in such a manner that the size does not exceed 9" x 12".

3. Preliminary Grading Plan

- Grading plan must be prepared by a licensed Civil Engineer
- All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes.
- The following information shall be included on the plan:
 - Name, address and phone number of applicant, architect, and/or engineer, legend, north arrow, scale and vicinity map.
 - Maximum contour interval will be as follows:

Slope	<u>Less than 2%</u>	<u>2% - 5%</u>	<u>5% - 10%</u>	<u>Over 10%</u>
Interval	1'	2'	5'	10'

- Drainage and flood control facilities; size and type
- Easements, property lines, rights-of-way (*written agreements for off-site improvements shall also be submitted*)
- Separate cut and fill areas (quantity to be called out on plan); shade pavement areas and slopes 2:1 or greater
- Existing features within the site boundaries (label to remain or to be removed); natural ground; trees, structures, drainage courses, streets, trails, slopes, wells, etc.
- Proposed grading: structures; curbs; retaining and/or sound walls (top and foot elevations); gutters; pavement; walks; swales; mounding; slopes; open space; trails, etc.
- Streets; cross sections (every 50'); improvements other than those listed above; right-of-way dimensions; etc.
- Structures; footprints; pad and floor elevations; etc.
- Delineate open space ears (20% or greater slope)
- Scale: Engineering scale not to exceed 1"=50' or less than 1"=20'
- Number of Plans – three (3) full size sets of plans 24" x 36" folded; fourteen (14) reduced size sets of plans 11" x 17" to be attached to project narrative. All plans shall be stapled together along the left margin. All plans shall be folded into 1/8 sections or folded in such a manner that the size does not exceed 9" x 12".

4. Preliminary Architectural Plans

- Provide one front elevation for each thematic architectural style: (i.e. Gothic, Normandy, Craftsman, Colonial, Beaux Arts, French Country, Mission, etc)
- Provide illustrative building elevations showing all sides of one typical model
- Indicate on the plans the type of housing provided, i.e. multi-family, BMR, Condo, Senior, Single-family, etc.
- Indicate proposed color of buildings and square footage for all models within the project
- Scale: Architectural Scale- $\frac{1}{4}"=1'$
- Number of Plans - fourteen (14) sets of reduced plans (11" x 17") to be provided and attached to project narrative. No additional architectural plans are needed with the submittal.

C. Project Narrative Requirements

Provide Fourteen (14) copies of a stapled (or bound), 8 ½ x 11 inch size report which includes all of the following:

1. Project Narrative Questionnaire – All information shall be completed including Housing Marketability and Price Distribution; and Schools and other Public Facilities. All areas must be completed. Missing sections could result in loss of points for that category.
2. The project narrative must have reduced copies of the submittal plans attached.
3. If an addendum is needed to provide applicant's comments, submit a separate document with the appropriate numbering to correspond to answers. Be sure to place note in comment section of project narrative identifying additional information contained in addendum.
4. Improvement Estimates - Provide a preliminary engineers estimate for the cost of all public facility improvements to be completed by the project (both on-site and off-site) improvements.
5. Written Agreements for Off-Site Improvements – If proposing off-site improvements, provide letters from owners accepting and agreeing to proposed off-site improvement(s)

6. Build It Green (GIB) Checklist – Submit complete checklist (be sure to use the correct checklist: single-family or multi-family). The checklist is to be used in conjunction with the “Quality of Construction” section.

D. Title Report

Title Report - Maximum 6 months old, containing legal description

E. Other Information

1. A CD containing:
 - An electronic file of the Project Narrative Questionnaire in Microsoft Excel format
 - Addendum (if provided) in Microsoft Word format
2. Filing Fees – See the uniform application for current filing fees

It is requested that applicants place their submittal materials in a cardboard box which measures no greater than 18 inches in length, 10 inches in height, and 12 inches in width.